

5 FAH-2 H-440 CAPTIONS AND HANDLING INSTRUCTIONS FOR INFORMATION MANAGEMENT SPECIALIST (IMS)

*(CT:TEL-15; 10-14-2005)
(Office of Origin: IRM/BPC/RG)*

5 FAH-2 H-441 CAPTIONS

*(CT:TEL-14; 07-28-2005)
(State Only)*

The distribution and channel captions described below include advice for IM personnel in transmitting, handling, and delivering these telegrams at post. You must send your requests to add or delete special handling captions, distribution captions, or channel captions to IRM/BPC/RG who will coordinate the action with the appropriate bureau(s), IRM/OPS/MSO and S/ES-O.

5 FAH-2 H-442 WHAT ARE SPECIAL HANDLING CAPTIONS

*(CT:TEL-14; 07-28-2005)
(State Only)*

Special handling captions are grouped not because they are inherently similar in content but to meet internal dissemination and sorting requirements in the Main State Messaging Center and at posts abroad. A special handling caption, when used, is the first caption listed after the message reference number (MRN).

5 FAH-2 H-442.1 When and How to Use AGRÉMENT CHANNEL

*(CT:TEL-14; 07-28-2005)
(State Only)*

- a. Use AGRÉMENT channel for communications between the ambassador and the Secretary.
- b. Telegrams with this caption deal with AGRÉMENT requests for U.S. Ambassadors and Ministers, and issues relating to the appointment,

resignation, or transfer of a U.S. Chief of Mission or Chargé d’Affaires.

- c. Do not assign NODIS or EXDIS captions to AGRÉMENT channel telegrams as the AGRÉMENT channel itself ensures the most restricted dissemination.
- d. You must classify or administratively control AGRÉMENT channel messages. You can send this caption laterally in the field if the Department is also an addressee.

5 FAH-2 H-442.2 When and How to Use DIRGEN CHANNEL

(CT:TEL-14; 07-28-2005)
(State Only)

- a. You use DIRGEN CHANNEL for communications between the Director General of the Foreign Service and Director of Human Resources (M/DGHR) and the Chief of Mission regarding sensitive human resource issues other than AGRÉMENT and medical matters.
- b. You must not use this caption laterally in the field.
- c. DIRGEN channel messages may contain personal information, which must be protected under provisions of the Privacy Act, Public Law 93-570.

5 FAH-2 H-442.3 When and How to Use NODIS (No Distribution)

(CT:TEL-14; 07-28-2005)
(State Only)

- a. Use NODIS only on messages of the highest sensitivity between the President, the Secretary of State, and Chief of Mission. You must not distribute NODIS to other than the addressee without prior approval from S/ES-O.
- b. Send NODIS telegrams from post only to the Department as a single addressee. Unless S/ES-O specifically permits you to do so (for example, for a NODIS subcategory), you must not send NODIS messages laterally between posts. Send any requests to forward NODIS cables to other posts to the Department with the attention indicator “FOR S/ES-O.” You may make such requests in the slug line of the NODIS cable you would like to request be repeated.
- c. Classify or administratively control, with the NOFORN warning notice, all NODIS telegrams. Refer to 12 FAM 539.3 for more information on handling NODIS.
- d. Request the receiving station to provide you with an acknowledgment of

receipt; ZFF-4 must appear on FL5.

- e. In the Department, only IRM/OPS/MSO/MSMC and the Operations Center Senior Watch Officer may handle an incoming NODIS telegram. At posts, only IPC personnel and authorized recipients may handle NODIS telegrams.
- f. IPC personnel at posts abroad must maintain an official record of all people who read incoming or outgoing NODIS messages.
- g. In the Department, the Executive Secretary controls the dissemination of NODIS messages through the Senior Watch Officer. At posts abroad, IPC must deliver these messages only to the Chief of Mission, Chargé d'Affaires, or principal officer. He or she will decide on further distribution, if any.
- h. NODIS messages must be returned to the IPC for storage at the end of the normal business day; no storage outside of the IPC is authorized.
- i. **Users must not send NODIS material by e-mail. You must not distribute incoming or comeback copies of outgoing NODIS captioned telegrams electronically.**
- k. Authorized users can send NODIS captioned telegrams from their workstations only if these requirements and conditions are met:
 - (1) **Communications centers must print and manually distribute all incoming NODIS telegrams and comeback copies of outgoing NODIS telegrams, in accordance with 5 FAH-2 H-442.3 a-h;**
 - (2) Users must use a separate inbox on CableXpress (CX) server when sending NODIS telegrams electronically. Restrict access to this inbox to those officers determined to have an "essential need to know." Restrict the inbox from receiving any telegrams from TERP V, such as incoming NODIS telegrams or comeback copies of outgoing NODIS telegrams. Users are not allowed to Reroute NODIS telegrams from this inbox. Refer to the CableXpress Administrator's Manual to configure this inbox;
 - (3) **You must create a group for users authorized NODIS access. Provide this group "read" and "delete" access to this inbox. Users must periodically delete NODIS outgoing telegrams from this inbox. In the inbox's replication settings, set the retention period to a period agreed upon by top management, to backstop their manual housekeeping of this inbox;**
 - (4) You must delete NODIS text from TERP V and the Soft Copy Distribution database (SCD.nsf) on the CX server after the telegrams is processed and sent to the NODIS inbox; and

- (5) You must also exempt the inbox from the nightly backup by excluding the database files D:\SCD\NODIS.nsf (assuming the Inbox is named NODIS.nsf) from the backup set on the backup software used for the CX server.
- I. Enhanced Alternate Communications Terminal (EACT) is not approved for NODIS traffic unless explicitly authorized for specific posts by the Executive Secretary.

5 FAH-2 H-442.4 When and How to Use ROGER CHANNEL

(CT:TEL-14; 07-28-2005)
(State Only)

- a. Use ROGER CHANNEL for communications between the Assistant Secretary of Intelligence and Research (INR) and the Chief of Mission.
- b. Classify or administratively control, with the NOFORN warning notice, all ROGER CHANNEL telegrams.
- c. You may transmit ROGER CHANNEL laterally between posts, and to other USG agencies with discretion, if the Department is an addressee.
- d. Authorized users may transmit ROGER CHANNEL telegrams electronically from their workstations if the post has classified network capability.
- e. When using internal electronic transmission and distribution of ROGER CHANNEL captioned telegrams, you must follow these restrictions:
 - (1) You must use a separate inbox on the CableXpress server for electronic dissemination. Restrict access to this inbox to those officers determined to have an "essential need to know." Refer to the CableXpress Administrator's Manual to configure this inbox, the groups, and the office symbols required to coordinate with TERP V settings;
 - (2) Posts must develop a method for senior management to decide which cables they must delete. Create two groups on CX; the first group contains the users, the second group contains those users who are designated the task of deleting telegrams from this inbox. This second group must review this inbox on a regular, frequent, and recurring basis;
 - (3) In the replication settings of this inbox, set the retention period to the number of days agreed upon by senior management, to backstop their manual deletion of telegrams;
 - (4) Configure TERP V to route incoming ROGER CHANNEL telegrams and comeback copies of outgoing ROGER CHANNEL telegrams to

the designated CX inbox. Follow configuration procedures outlined in the TERP V Operator's Manual;

- (5) You must delete ROGER CHANNEL text from both TERP V and the Soft Copy Distribution database (SCD.nsf) on the CX server after the telegram is processed and sent to the designated inbox;
 - (6) You must also exempt this CX inbox from the nightly backup by excluding the database files D:\SCD\RGCH.nsf (assuming the Inbox is named RGCH.nsf) from the backup set on the backup software used for the CX server;
 - (7) You may retrieve and print copies for a user on a limited basis and only at the request of senior management. Provide this paper copy of a ROGER CHANNEL telegram only when an authorized user needs it for reference to complete a specific task or response. Users may store paper copies of ROGER CHANNEL telegrams, but they must be kept separate from subject files; and
 - (8) Users must review their storage of paper copies of ROGER CHANNEL telegrams every 90 days to determine their continuing need for retention. They must destroy the paper copy when they no longer need it.
- f. **Enhanced Alternate Communications Terminal (EACT) is approved for ROGER CHANNEL traffic, subject to the following restrictions:**
- (1) **ROGER CHANNEL captioned telegrams are delivered by the EACT server located at the Main State Messaging Center (MSMC) to the NATO Unclassified to Secret Restricted Caption (NUSERC) mailbox at EACT posts. The NUSERC mailbox serves as a classified EACT mail receptacle and receives all restrictive captioned telegrams. The NUSERC mailbox is created on a classified MSX server at an EACT post. However, if a classified MSX server does not exist at post, then the NUSERC mailbox is created on a classified MSX server located at the Combined Bureau Processing Center (CBPC) at Main State;**
 - (2) **Access to the NUSERC EACT mailboxes must be limited to cleared-Americans, based on their duties that authorize them to view restrictive captioned telegrams. The "Outlook" user accounts of the cleared American must be configured to limit access only to the EACT mailboxes that the user is authorized to view. Because EACT posts are characteristically small in size, access to the NUSERC mailbox is normally assigned to the Chief of Mission, Deputy Chief of Mission and EACT Post Coordinator(s). However, post management may grant authorization to cleared-**

Americans based on their position and on a need-to-know basis;

- (3) **EACT Post Coordinators must ensure that no Outlook rules are created or used to automatically disseminate restrictive captioned telegrams from the NUSERC mailbox. Post Coordinators must ensure that ROGER CHANNEL telegrams reside only in the NUSERC mailbox;**
- (4) ROGER CHANNEL telegrams must be processed under the most stringent access controls available on the system and temporarily reside in the NUSERC mailbox for a minimum amount of time. A daily review of the NUSERC mailbox must be conducted by the Post Coordinator to ensure minimal retention of ROGER CHANNEL telegrams. The Post Coordinator must brief the users that, as Post Coordinator, he must be informed when a Roger Channel telegram is stored on a workstation. When the Roger Channel telegram is no longer needed, the Post Coordinator is responsible for deleting it from the workstation;
- (5) **Archiving EACT mailboxes: Prior to manual or automatic archiving, the Post Coordinator must ensure ROGER CHANNEL telegrams are deleted from the NUSERC mailbox, if a ROGER CHANNEL telegram is found in the archive file, the archive file (.pst file) must be deleted from the system;**
- (6) **Delivery of a ROGER CHANNEL captioned telegram to an unclassified EACT mailbox on the OpenNet is strictly prohibited. If a ROGER CHANNEL restrictive captioned telegram is inadvertently delivered to an unclassified EACT system, the Post Coordinator must immediately remove the misrouted telegram from the unclassified EACT mailbox and notify the Main State Messaging Center (MSMC);**
- (7) **You may retrieve and print copies for a user on a limited basis and only at the request of senior management. Provide this paper copy of the Roger Channel telegram only when an authorized user requires it for reference to complete a specific task or response. Users may store paper copies of Roger Channel telegrams, but they must be kept separate from subject files; and**
- (8) **Users must review their storage of paper copies of Roger Channel telegrams every 90 days to determine their continuing need for retention. They must destroy the paper when they no longer need it.**

5 FAH-2 H-442.5 When and How to Use STADIS (State Distribution Only)

(CT:TEL-14; 07-28-2005)
(State Only)

- a. You use STADIS to preclude initial distribution to other Federal agencies. You use it also when disclosure of the information to other agencies would be prejudicial to the best interests of the Department.
- b. You must classify or administratively control STADIS telegrams.

5 FAH-2 H-443 WHAT ARE DISTRIBUTION CAPTIONS

(CT:TEL-15; 10-14-2005)
(Uniform All Agencies)

Distribution captions direct and restrict dissemination according to arrangements made when the caption was approved for use. When you use these captions you must list each one on a separate line and spelled exactly as shown below.

ADM AID—for telegrams regarding administrative issues for U.S. Agency for International Development (USAID) employees.

AFSA CHANNEL—used for telegrams to and from American Foreign Service Association (AFSA) members. At posts abroad, an AFSA member must draft or clear AFSA telegrams. AFSA telegrams must be unclassified, ROUTINE precedence. The TAGS line will contain "N/A" as the sole entry. If addressed to one person, only one AFSA telegram may be distributed to that individual. If the addressee is not at post, deliver the telegram to the AFSA representative or management officer. You cannot transmit this type of telegram laterally to another post unless the individual transferred to that post either temporarily or within the last six weeks.

AIDAC—for telegrams drafted by AID employees, at field posts, or in the Department.

AIDAC AFDROUGHT—for AIDAC telegrams concerning food emergency and drought problems in Africa.

AVSECBN—for telegrams that repeat Federal Aviation Administration Security Bulletins; limits dissemination to those who need the information to assist in countering the threat.

CODEL—for telegrams concerning Congressional Delegation visits to field posts. Used with the name of the congressional committee or group chairman, i.e., CODEL BAUCUS.

DEAX—for Drug Enforcement Agency (DEA) telegrams.

EXCON—for telegrams about the Export Control program.

EXDIS—exclusive distribution to officers with essential need to know. Use this caption only for highly sensitive traffic between the White House, the Secretary, Deputy, or under secretaries of State and chiefs of mission. EXDIS telegrams are NOFORN and must be classified or administratively controlled with the NOFORN warning notice. If the message is not between the Secretary and a Chief of Mission, the drafter must include the attention indicators "FOR [title or name of addressee]," "FROM [title or name of the addresser]." EXDIS telegrams may be transmitted laterally if the Department is included as an addressee. Enhanced Alternate Communications Terminal (EACT) is approved for EXDIS traffic. See 12 FAM 539.3 for more information on EXDIS handling. EXDIS telegrams should be transmitted and internally disseminated via electronic means if the post has classified network capability. When using internal electronic distribution of EXDIS captioned telegrams, you must follow these restrictions:

- (1) You must use a separate inbox on the CableXpress server for electronic dissemination. Restrict access to this inbox to those officers determined to have an "essential need to know." Refer to the CableXpress Administrator's Manual to configure this inbox, the groups, and the office symbols required to coordinate with TERP V settings;
- (2) Posts must develop a method for senior management to decide which cables they must delete. Create two groups on CX; the first group contains the users, the second group contains those users who are designated the task of deleting telegrams from this inbox. This second group must review this inbox on a regular, frequent, and recurring basis;
- (3) In the replication settings of this inbox, set the retention period to the number of days agreed upon by top management, to backstop their deletion of telegrams;
- (4) Configure TERP V to route incoming and comeback copies of outgoing EXDIS telegrams to the designated CX inbox. Follow configuration procedures outlined in the TERP V Operator's Manual;
- (5) You must delete EXDIS text from the Soft Copy Distribution database (SCD.nsf) on the CX server after the telegrams is processed and sent to the designated inbox;
- (6) You must also exempt this CX inbox from the nightly backup by excluding the database files D:\SCD\EXDI.nsf (assuming the Inbox is named EXDI.nsf) from the backup set on the backup software used for the CX server;

- (7) You may retrieve and print copies for a user on a limited basis and only at the request of senior management. Provide this paper copy of an EXDIS telegram only when an authorized user needs it for reference to complete a specific task or response. Users can store paper copies of EXDIS, but they must be kept separate from subject files; and
- (8) Users must review their storage of paper copies of EXDIS telegrams every 90 days to determine their continuing need for retention. They must destroy the paper copies when they no longer need them.

FASTO—Foreign Agricultural Service to FAS field posts.

FODAG—for telegrams to and from the U.S. Mission to the Food and Agriculture Organization (FAO) in Rome.

H PASS—for telegrams to members of Congress, including district offices.

ICAO—for telegrams to and from the U.S. Mission to the International Civil Aviation Organization in Montreal

INFORM ALL STATE EMPLOYEES—for telegrams from, or approved by senior Department management at the Under Secretary or above level, intended to convey information to all Department of State employees (including FSN, LCN, LES). Classification of telegrams will be limited to UNCLASSIFIED. This caption may not be used laterally in the field.

LOCUST—for telegrams regarding locust infestations.

NESCO—for telegrams to and from the U.S. Observer Mission in Paris relating to United Nations Educational, Science and Cultural Organization (UNESCO) matters.

NODIS—for telegrams of the highest sensitivity between the President, the Secretary of State, and Chief of Mission. You must not distribute NODIS to any office or post other than the addressee without prior approval from S/ES-O.

OBIT—for telegrams pertaining to the death of a U.S. Government employee, or dependent. This caption must be followed by a diagonal (/) and the acronym for the specific agency, i.e., OBIT/USAID.

OFFICIAL INFORMAL—for telegrams expressing personal opinions or preliminary information on policy. When addressed to the Department, include an attention indicator for the action office.

SIPDIS—for telegrams intended for automatic web publishing to the originating post's or office's SPIRNet Web site (see 5 FAM 770 for policies regarding information on Federal Web site).

TERREP—for telegrams relating information about terrorism. TERREP messages may only be distributed to members of the Emergency Action

Committee (see 12 FAH-1 H-112). The first paragraph must state any action requested and classify according to content. TERREP messages may be transmitted laterally in the field.

TERREP EXCLUSIVE—for telegrams relating highly sensitive information on terrorism. Field posts may restrict distribution depending on circumstances in the field. May only be transmitted laterally if the Department is an addressee.

TOFAS—for the Foreign Agricultural Service (FAS), Department of Agriculture from FAS field posts.

TOPEC—for telegrams between Peace Corps headquarters and field representatives.

TOPEC MED EYES—for telegrams regarding medically privileged information protected by the Privacy Act, Health Insurance Portability and Accountability (HIPAA) and distributed only to the Peace Corps medical staff at post or Peace Corps headquarters.

USDOC—for telegrams between the U.S. Department of Commerce and field representatives.

USOECD—for telegrams to and from the U.S. Mission to the Organization for Economic Cooperation and Development, Paris.

USSTART—for telegrams to and from the U.S. Delegation to the Strategic Arms Limitation Talks (START).

USSCC—for telegrams to and from the U.S. Standing Consultative Commission, Geneva.

VISAS—for telegrams about individual immigration, visa and deportation cases and operational and procedural aspects of the visa function.

5 FAH-2 H-444 CHANNEL CAPTIONS

(CT:TEL-14; 07-28-2005)
(Uniform All Agencies)

Channel captions are intended to restrict distribution to the executive office or the office designated by the caption, as explained below. No other distribution caption is required on communications that have channel captions.

Telegrams sent with channel captions frequently contain personal information that must be protected under the Privacy Act, 5 U.S.C. 552a.

AGS CHANNEL—for telegrams between an AID employee and the grievance staff, HR/G, AID/M/PM/ERS. This is subject to the same restrictions as

GRIEVANCE CHANNEL communications.

AID/OIG CHANNEL—for telegrams between the AID Inspector General (IG) and the regional inspectors general and their staffs in the field.

DISSENT CHANNEL—for telegrams between the Department and any person at a post abroad submitting dissenting views on policy. The first paragraph should identify the drafter. DISSENT CHANNEL messages are distributed in the Department initially only to the Executive Secretary of the Department and to the Director of the Policy Planning Staff (S/P), who has responsibility for handling any response. The Director of S/P determines further distribution, in consultation with the Secretary, as appropriate, and with regard to the sensitivity of the message and the desires of the drafter.

DOCKLAMP CHANNEL—for telegrams between the Defense Intelligence Agency and defense attachés. Dissemination of DOCKLAMP messages should be limited to the defense attaché. The defense attaché, if required, will determine additional distribution. DOCKLAMP files will be maintained only by the Defense Attaché Office (DAO) and all paper copies must be returned to the DAO.

DS CHANNEL—for telegrams between the Assistant Secretary and/or Deputy Assistant Secretaries of Diplomatic Security, other authorized DS personnel, and the responsible DS officer concerning criminal and special investigations involving: U.S. citizens or foreign nationals, who are not U.S. Government employees; special protective equipment; and other sensitive subjects which the drafter deems should be restricted to DS personnel at posts or within the Department. Limit field dissemination of DS CHANNEL messages to the Regional Security or Post Security Officer; limit domestic dissemination to offices within DS. The Executive Director for Diplomatic Security (DS/EX) authorizes access to DS Channel message traffic at the headquarters level. This caption may be used laterally in the field. ASEC must be the only TAGS used on this traffic (see 12 FAM 422.3-2, DS and DSX Channels).

DSBI CHANNEL—for use exclusively by RSOs for cable reporting of information (derogatory and non-derogatory) developed during the course of background investigations to the Office of Personnel Security and Suitability of Diplomatic Security (DS/SI/PSS) and other RSOs. This channel restricts, for Privacy Act reasons, distribution of cable reporting only to RSOs and DS/SI/PSS; creates a direct channel of communications between RSOs and DS/SI/PSS; and is not available to Department personnel outside of DS/SI/PSS. The DS Senior Coordinator for Security Infrastructure authorizes access to DSBI Channel message traffic at the headquarters level. This caption may be used laterally in the field. ASEC must be the only TAGS used on this traffic (see 12 FAM 422.3-2).

DSX CHANNEL— for telegrams between the Assistant Secretary and/or

Deputy Assistant Secretaries of Diplomatic Security, other authorized DS personnel, and the responsible DS officer concerning criminal and special investigations involving: U.S. citizens, U.S. Government employees or DS employees; counterintelligence investigations; adverse personnel security actions; investigations concerning *domestic* abuse; confidential sources; undercover operations; and other sensitive subjects which the drafter deems should be highly restricted. Limit field dissemination of DSX CHANNEL messages to the Regional Security Officer or Post Security Officer; limit domestic dissemination to specific offices within DS. The Director for the Office of Investigations and Counterintelligence (DS/DSS/ICI) authorizes access to DSX Channel message traffic at the headquarters level. This caption may be used laterally in the field. ASEC must be the only TAGS used on this traffic (see 12 FAM 422.3-2, DS and DSX Channels).

DTS CHANNEL—for telegrams between IRM, the Area Telecommunications Office (ATO) Headquarters, Directors of Regional Information Management Centers (RIMC), IMOs, IPOs and ITOs; concerning technical security and operational matters that affect joint operations within the Diplomatic Telecommunications Service (DTS). This caption may be used laterally in the field.

EEO CHANNEL—for telegrams between the Office of Equal Employment Opportunity and Civil Rights (S/EEOCR) and officially designated EEO counselors at posts abroad regarding discrimination complaints. To preserve the privileged nature of this information, dissemination of EEO CHANNEL messages should be strictly limited to S/EEOCR in the Department and EEO counselors in the field. Communications intended for individuals other than the officially designated EEO counselor in the field should bear the attention indicator "FOR (NAME)" one blank line following the EEO CHANNEL caption.

ERG CHANNEL—for telegrams regarding grievances between an employee and the exclusive representative of the American Foreign Service Association (AFSA).

GRIEVANCE CHANNEL—for telegrams between the Foreign Service Grievance Board and employees in the field on matters relating to formal grievances filed under 3 FAM 4420, General Provisions. May be used laterally in the field only for communication between a traveling Board member and an employee at another post.

HR CHANNEL—for telegrams between the Office of the Director General of the Foreign Service and posts on matters relating to personnel administration involving U.S. citizen employees. These matters include, but are not limited to, assignments, transfers, training, performance evaluations, compensation, employment, health benefits, life insurance, employee-management relations, title and rank, position descriptions, military service status, campaigns and retirement. HR CHANNEL should not be used for personnel-related issues covered under other channel captions, i.e.,

Agrément requests and certain other matters relating to Chiefs of Mission and Chargé d’Affaires, sensitive personnel matters requiring the attention of the Director General or Deputy Assistant Secretary for Human Resources, medical matters, grievances between individual employees and the Foreign Service Grievance Board, or travel messages. HR CHANNEL may be used laterally in the field with discretion, if the Department is an information addressee.

IM CHANNEL—for telegrams between the Deputy Chief Information Officer for Operations and field operations at RIMCs, IPCs and ISCs concerning technical communications operations not requiring dissemination outside IRM. May be used laterally in the field.

IM CHANNEL EXCLUSIVE—for telegrams between the IRM Chief Information Officer (CIO) or Deputy CIO and IRM personnel in the field. Format as “IM CHANNEL EXCLUSIVE FOR (NAME OF INDIVIDUAL).”

MED CHANNEL—for telegrams between the Director for Medical Services (M/MED) and the Chief of Mission, medical officer, nurse, or designee, regarding sensitive medical matters of Department of State employees or their dependents or employees or dependents of other U.S. Government agencies under direct or participating agency support agreements. MED CHANNEL messages at missions abroad must be disseminated on a minimum need-to-know basis and will be limited to the medical officer or the Chief of Mission’s designee. MED CHANNEL messages should be delivered in sealed envelopes marked “MED CHANNEL - TO BE OPENED ONLY BY ADDRESSEE.” In the Department, dissemination must be on a minimum need-to-know basis. Do not use MED CHANNEL messages for reports of death, requests for medical supplies or requests for approval of emergency visitation travel. MED CHANNEL may be used laterally in the field but must be protected by the Privacy Act and Health Insurance Portability and Accountability Act (HIPAA).

MGT CHANNEL—for telegrams between the Under Secretary for Management and posts, with post dissemination only to those persons or offices specified by the attention indicator, “FOR (NAME OF PERSON OR OFFICE) ONLY.” This caption may not be used laterally in the field.

NAROP CHANNEL—for telegrams between the Drug Enforcement Administration, DEA representatives abroad, Department of Justice, chiefs of mission, the Secretary of State and the Assistant Secretary for the Bureau of International Narcotics Matters regarding narcotics issues. NAROP CHANNEL telegrams must be classified or administratively controlled. IPC should deliver NAROP messages only to the Chief of Mission and the DEA agent-in-charge. The Assistant Secretary for the Bureau of International Narcotics Matters will determine distribution of NAROP messages in Washington on a strict need-to-know basis. NAROP messages may not be transmitted laterally. Only the Chief of Mission or designee can approve a NAROP

message for transmission. NAROP CHANNEL can only be addressed to SECSTATE and DEA.

OIG CHANNEL—(*State and BBG only*) for telegrams between the Office of Inspector General and OIG employees and/or other Department of State or BBG personnel in the field; and laterally in the field between OIG employees. The OIG channel may also be used for telegrams between the OIG and OIG employees in the field and chiefs of mission, regional and post security officers, and other officials when appropriate to carry out the mission of the OIG. Employees who wish to report fraud, waste, abuse, or mismanagement to the OIG are authorized to use the OIG channel.

RODCA CHANNEL—for telegrams relating operational intelligence communications between authorized Department of Defense Agencies and Defense attachés. Dissemination of RODCA communications is limited to the Defense attaché. RODCA message files will be maintained only by the DAO and all copies must be returned to the DAO.

STR CHANNEL—for telegrams between the Office of the Special Trade Representative in Washington and its staff in Geneva. Use of the STR CHANNEL caption does not mean the information in the telegram represents the U.S. Government position on any issue. STR CHANNEL is provided as a telegraphic forum for discussion of U.S. positions and permits limited distribution of those telegrams. May not be used laterally in the field.

TM CHANNEL—for telegrams between the Office of the Director General of the Foreign Service and posts for all travel messages (TMs), i.e., TMONE through TMEIGHT, as defined by 3 FAM 3760, Travel Messages. The TM CHANNEL is not to be used on any other matters relating to personnel administration. Dissemination and control of TM CHANNEL communications are subject to the same restrictions as HR CHANNEL communications. The TM CHANNEL caption may be used laterally in the field if the Department is an addressee.

5 FAH-2 H-445 DEPARTMENT REVIEW OF CAPTIONS

(CT:TEL-14; 07-28-2005)
(Uniform State/USAID)

- a. The Department's Operations Center (S/ES-O) and Main State Messaging Center (IRM/OPS/MSO/MSMC) regulate the proper use of captions. If Messaging Center analysts have a question about adding or changing a caption on an incoming message, they consult the Operations Center to decide how to caption the message.
- b. If S/ES-O decides to add or change a caption on a telegram, S/ES-O will

send a re-categorization notification to all addressees with specific instructions. Store copies of all telegrams with captions, whether upgraded or modified, according to post procedures. (See 5 FAH-4 H-213.1, General for more information on storing captioned material.)

5 FAH-2 H-446 JOINT MESSAGE CAPTIONS

(CT:TEL-14; 07-28-2005)
(Uniform All Agencies)

- a. You may use joint message captions only on messages with specific action instructions for both a Department mission and a separate military activity that is not part of a Department mission. The DAO at a Department mission is not a separate command, but an integral part of the mission.
- b. The caption is in the form "JOINT EMBASSY/USEUCOM MESSAGE" and placed according to guidance provided in 5 FAH-2 H-241, Handling Instructions.

5 FAH-2 H-447 PASSING INSTRUCTIONS AND RESPONSIBILITIES

(CT:TEL-14; 07-28-2005)
(Uniform State/USAID)

- a. Use the passing instructions "PASS" and "ALSO PASS" in telegrams addressed to a post with relay responsibilities to another agency or an activity that does not have a telegraphic circuit.
- b. "ALSO PASS" indicates that the relay post itself is also addressed by the telegram.
- c. Insert the passing instructions below the caption line (if a caption is used). Include the name of the relay post, the passing symbol, and the name(s) of the agency or activity to whom the telegram is relayed. For example:

DEPT PASS EPA

- d. Collective address telegram captioned "INFORM CONSULS" or "INFORM CONSULS AS APPROPRIATE" requires the principal posts to forward the telegram via pouch, fax, or other means to their constituent posts.

5 FAH-2 H-448 AND H-449 UNASSIGNED